



Appl. No.....

**TRANSCRIPT SECTION**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**APPLICATION FOR ISSUE OF THE TRANSCRIPTS**

1. CANDIDATE NAME :
2. REGISTER No.:
3. BRANCH OF STUDY :
4. YEAR OF STUDY :
5. ADDRESS :
6. NAME OF THE COLLEGE :
7. Contact Phone No./Cell No. :
8. No. of sets of Transcripts required :
9. Certificates for which Transcripts are required :  
(Please tick whichever is required)
  - Consolidated Mark Sheet
  - Provisional Certificate
  - Degree Certificate
10. Whether sufficient photocopies are produced  
(Neat and legible copies with sufficient space  
at the bottom of the certificates for attestation  
to be provided) : Yes / No
11. Payment Details :
  - i) D.D. No. and Date :
  - ii) Name of the Bank :
  - iii) Amount of Fees paid ( ₹ 500/- per set per cover) :

Signature of the Candidate / Authorised  
person with date

Received the Transcripts with attested cover

Signature

Date :

Normal time for issue of Transcripts :-

10-15 Working Days

P.T.O.



# ANNA UNIVERSITY

CHENNAI - 600 025



## **OFFICE OF THE CONTROLLER OF EXAMINATIONS PROCEDURE FOR OBTAINING TRANSCRIPTS**

(Required for Higher Studies in Foreign Universities)

1. The candidate shall apply for the issue of Transcripts in the prescribed application available with the Distance Education and Transcripts section under the office of the Controller of Examinations.
2. He/ She should submit the filled application in person at the Transcripts section under the office of the Controller of Examinations.

Note : If he/she could not come in person he/she shall send it through his/her parents / authorized person (along with a letter authorizing them to receive the Transcripts on his / her behalf.

3. A passport size photo of the candidate and photocopy of X<sup>th</sup> or XII<sup>th</sup> Mark Sheet should be enclosed with the application.
4. The fee for issue of Transcripts is ₹ 500/- (Rupees Five Hundred Only) drawn in favour of Controller of Examination, Anna University, Chennai - 600 025 per set per cover.
5. The candidate should bring with him/her the photocopy of certificates of Degree, Grade / Mark sheets etc., along with A4 size envelop (1 No.)
6. The applicant should identify the Universities for which he/she wants to apply. Attested adhesive flap covers will be provided by Anna University.
7. Identity proof (Driving Licence, Passport, Voter ID, Pan Card, Aadhar Card) should be produced at the time of collection of Transcripts.

**Controller of Examinations**